

PERSONNEL SERVICES DEPARTMENT



MISSION STATEMENT:

Serving our customers in a collaborative effort to address their needs with innovative, flexible, and effective solutions, delivered with integrity, fairness, and discretion.

The Personnel Services Department (PSD) is committed to providing the public and City department clients with dependable and quality service in furtherance of the Mayor's Cornerstones of maintaining essential services and keeping the City moving forward. Special care has been taken to keep costs down, maintain high service levels, and sustain customer satisfaction ratings from our department clients and the citizens of Fresno.

PSD's goal is to serve our customers with professional, friendly, and prompt service that meets their expectations. PSD has launched a major effort to improve service to our customers, and enhance customer satisfaction. Each PSD Division is committed to ensuring that their operation's mission and performance measures are met during the fiscal year. PSD is a service-oriented provider to the public and other City departments, which is coordinated by the PSD Administration Division, under guidance of the PSD Director. Under the PSD umbrella are: Organization Development & Training Division, Labor Relations Division, Human Resources Services Division, Risk Management Division, and the Human Resources (HR) Operations Division.

Administration Division: PSD Administration provides coordination and policy development services to support departmental operations. PSD Administration strives for customer confidence to ensure customer satisfaction and maintains high service levels.

Human Resources Operations Division: The Human Resources Operations Division's role is to serve clients seeking personnel or civil service assistance in the most expedient, professional, and satisfactory manner possible. The Benefits area works with all City employees to better understand the benefits available to them and to utilize their benefits in the most cost-effective manner. The Division is committed to enhancing the employment process, streamlining the classification system, and continuing to provide qualified personnel for the City workforce. The City of Fresno, employs approximately 3,700 personnel in 26 departments and offices throughout the City. Through the development and implementation of Citywide personnel policies and procedures, the Department assists other City departments in recruiting, developing, and retaining high-quality employees.



Organization Development & Training Division: Organization Development & Training Division provides tools and methods to improve performance and the quality of employees' work lives. Training supervisors to manage performance daily leads to collaborative, highly motivated teams. Strengthening the City's shared values enables us to execute the Discrimination and Harassment policy. Analysis of customer service feedback promotes continuous improvement. Services include training, videos, reference materials, professional network resources, and internal consulting to every City organization.



Labor Relations Division: The Labor Relations Division's role is to assist City departments in maintaining optimal employer-employee relations within the framework of the Fresno Municipal Code, Meyers-Milius-Brown Act (MMBA), and the Public Employment Relations Board (PERB). New legislation has placed the City's meet and confer process under the jurisdiction of PERB, adding another layer of oversight by a State agency.

Risk Management Division: The Risk Management Division is the "insurance company" of the City. The Division is charged with the responsibility of making and implementing decisions that minimize the adverse effects of accidental losses. The Division also reviews insurance contracts with outside contractors and consultants and processes both liability and property claims which are brought against the City.

Human Resources Services Division: The Human Resources Services Division is responsible for the administration of the City of Fresno's safety and Workers' Compensation programs. The Division performs facility inspections, safety training for City employees, and is responsible for compliance with a number of Federal and State mandated programs including Unemployment Insurance, the Americans with Disabilities Act, and drug testing.

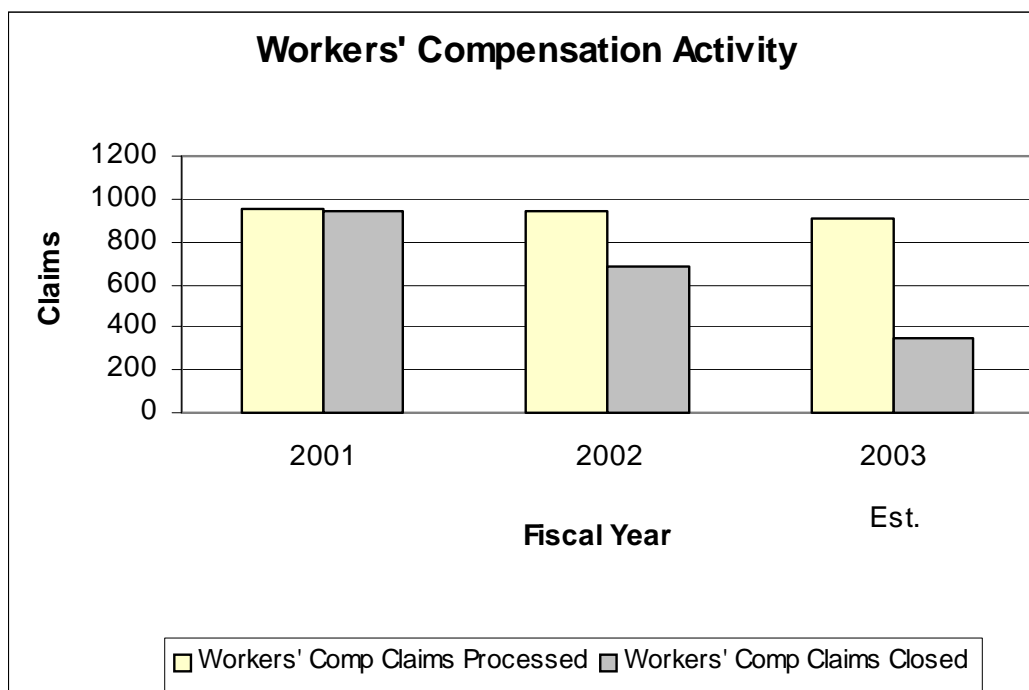


FY 2002/2003 ACCOMPLISHMENTS

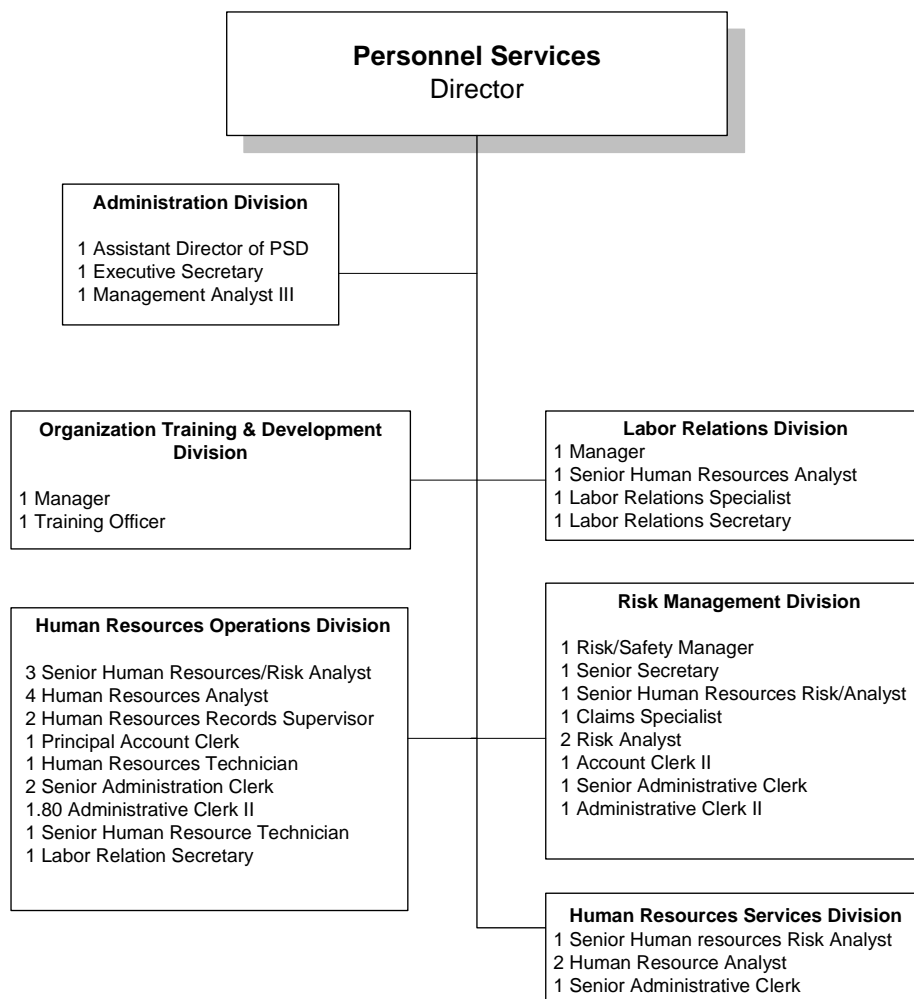
- The Department initiated a quarterly newsletter, Up Close & Personnel, to be distributed to all Departments for their employees. This is a tool to be used to communicate training opportunities and other information to employees.
- HR Operations Division continues to focus on the use of technology to improve services. Access to on-line applications, job bulletins, class specifications, salary resolutions, and administrative orders are available through the City's web page. The Division also initiated a study to review and update classification specifications which were approved more than five years ago. Also, a customer service survey has been instituted. This tool will provide feedback which will include the identification of areas of strength and weaknesses. HR Operations has evaluated 7,352 applications for City employment year-to-date, provided 78 recruitments, and provided qualified personnel to fill more than 360 vacancies throughout City departments. In order to enhance community outreach efforts, HR Operations has installed an automated door to provide easy access to persons with disabilities.
- HR Services is scheduled to present 23 various training sessions including First Aid/CPR, CAL/OSHA Recordkeeping Requirements, Workers' Compensation for Supervisors, and Federally Mandated Programs. Division staff reissued a revised Drug and Alcohol testing policy statement in accordance with established "best practices" guidelines issued by the Federal government. Division personnel also continued to administer the City's Workers' Compensation, ADA compliance, FMLA compliance, and Unemployment Insurance programs.
- The Labor Relations Division concluded negotiations with two labor organizations without any major job action or disruption to City services. The early intervention program has resulted in a reduction in grievances, with only 21 processed year to date. Of these, only one of the grievances reached the arbitration stage, and was decided in favor of the City. To date, Labor Relations has also timely processed 62 meet and confer requests from departments and labor organizations.
- In an effort to be more responsive to the needs of departments and divisions in the day-to-day administration of the City's eleven collective bargaining agreements, Labor Relations has dedicated a telephone line that is staffed at all times during business hours to accept calls, has instituted a Labor Relations Liaison Program to enhance communications with departments and develop labor relations expertise at the department level in order to expedite the resolution of labor relations issues.
- Risk Management continued to review contracts to determine insurance and indemnification requirements which protected the financial interests of the City. Meetings with other City staff were also conducted to discuss statistical trends and make this process as "user friendly" as possible.
- The Organization Development & Training (OD&T) Division was officially established in FY 2003 and serves the City workforce as internal consultants for change management and provides training in team building, management, leadership, supervisory skills, and innovation.
- OD&T supported team development with the DISC Personal Profile for over 250 employees. Over 250 employees were given an in-depth understanding of the City's commitment to a respectful workplace in 17 Discrimination and Harassment workshops. Nearly 190 supervisors collaborated to learn Performance Management skills and to improve the City's evaluation process. Six days of Employment Relations workshops were offered through the Central Valley Employment Relations Consortium. Five smaller groups (ten each) were involved in classes such as Customer Service, Managing Angry Interactions, and Stress Management. The Division took a significant role in developing ongoing customer satisfaction surveys Citywide.

FY 2003/2004 ISSUES

- The HR Services Division will be investigating methods to reduce the City's Workers' Compensation loss experience through greater involvement in medical bill and utilization review procedures. Efforts to educate managers and supervisors on loss control, including presentations to supervisors on accident investigation techniques, will be offered. The Division will also be targeting the development of policies and programs to ensure compliance with state and federal programs.
- The Risk Management Division will continue to seek insurance and risk transfer opportunities in an increasingly "hard" market.
- Legislation, recently signed into law, has increased Workers' Compensation temporary disability benefits by 23 percent beginning January 1, 2003. This resulted in additional costs to the City's program of approximately \$175,000 during FY 2003. In addition, changes in the program's Official Medical Fee Schedule are anticipated in the coming fiscal year.
- Since the September 11th tragedy, liability, property, and Workers' Compensation insurance premiums have increased significantly. Certain types of coverages may no longer be available.



ORGANIZATION CHART - FY 2004



39.00 Permanent Full-Time Positions
0.80 Permanent Intermittent Full-Time Equivalent
39.80 Authorized Positions

AUTHORIZED POSITION SUMMARY

DIVISION	FY 2002	FY 2003	FY 2004
Human Resources Administration Division	0.00	4.00	4.00
Organization Development & Training Division	0.00	2.00	2.00
Human Resources Operations Division	14.00	16.00	16.80
Labor Relations Division	4.00	4.00	4.00
Risk Management Division	9.00	9.00	9.00
Human Resources Services Division	5.00	5.00	4.00
TOTAL	32.00	40.00	39.80

AUTHORIZED POSITIONS

Human Resources Administration Division		Authorized Positions	Budgeted Positions
Title	FY 2002	FY 2003	FY 2004
PERMANENT FULL-TIME			
Director	0.00	1.00	1.00
Assistant Director	0.00	1.00	1.00
Executive Secretary	0.00	1.00	1.00
Management Analyst III	0.00	0.00	1.00
Management Analyst II	0.00	1.00	0.00
Full-Time Total	0.00	4.00	4.00
Division Total	0.00	4.00	4.00

Organization Dev & Training Division		Authorized Positions	Budgeted Positions
Title	FY 2002	FY 2003	FY 2004
PERMANENT FULL-TIME			
Manager	0.00	1.00	1.00
Training Officer	0.00	1.00	1.00
Full-Time Total	0.00	2.00	2.00
Division Total	0.00	2.00	2.00

Human Resources Operations Division		Authorized Positions	Budgeted Positions
Title	FY 2002	FY 2003	FY 2004
PERMANENT FULL-TIME			
Administrative Clerk II	1.00	1.00	1.00
HR Records Supervisor	1.00	2.00	2.00
Human Resources Analyst	4.00	4.00	4.00

PERSONNEL SERVICES DEPARTMENT - Continued**Human Resources Operations Division**

Title	Authorized Positions		Budgeted Positions
	FY 2002	FY 2003	FY 2004
Human Resources Manager	1.00	0.00	0.00
Human Resources Technician	2.00	2.00	1.00
Principal Account Clerk	1.00	1.00	1.00
Senior Administrative Clerk	2.00	2.00	2.00
Senior HR/Risk Analyst	2.00	2.00	3.00
Benefits Coordinator	0.00	1.00	0.00
Sr. HR Resource Technician	0.00	0.00	1.00
Labor Relation Secretary	0.00	0.00	1.00
Full-Time Total	14.00	15.00	16.00

PERMANENT INTERMITTENT

Administrative Clerk II	0.00	0.00	0.80
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TEMPORARY WAGES

Senior Administrative Clerk	0.00	1.00	0.00
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FTE Total	0.00	1.00	0.80
Division Total	14.00	16.00	16.80

Labor Relations Division

Title			
PERMANENT FULL-TIME			
Labor Relations Manager	1.00	1.00	1.00
Labor Relations Secretary	1.00	1.00	1.00
Labor Relations Specialist	1.00	1.00	1.00
Senior HR/Risk Analyst	1.00	1.00	1.00
Full-Time Total	4.00	4.00	4.00
Division Total	4.00	4.00	4.00

Risk Management Division

Title	Authorized Positions		Budgeted Positions
	FY 2002	FY 2003	FY 2004
PERMANENT FULL-TIME			
Account Clerk II	1.00	1.00	1.00
Administrative Clerk II	1.00	1.00	1.00
Claims Specialist	1.00	1.00	1.00
Risk Analyst	2.00	2.00	2.00
Risk/Safety Manager	1.00	1.00	1.00
Senior Administrative Clerk	1.00	1.00	1.00

PERSONNEL SERVICES DEPARTMENT - Continued

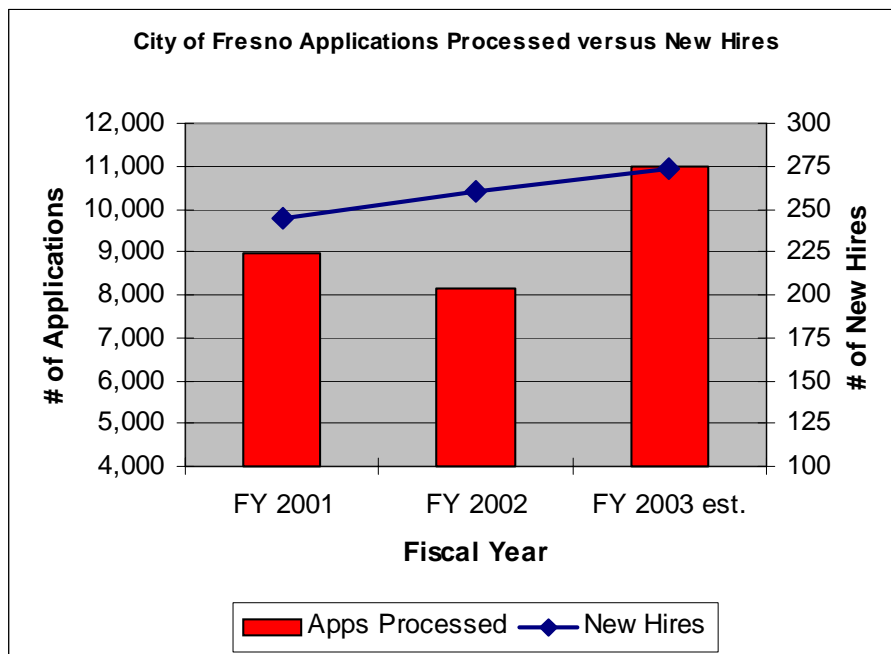
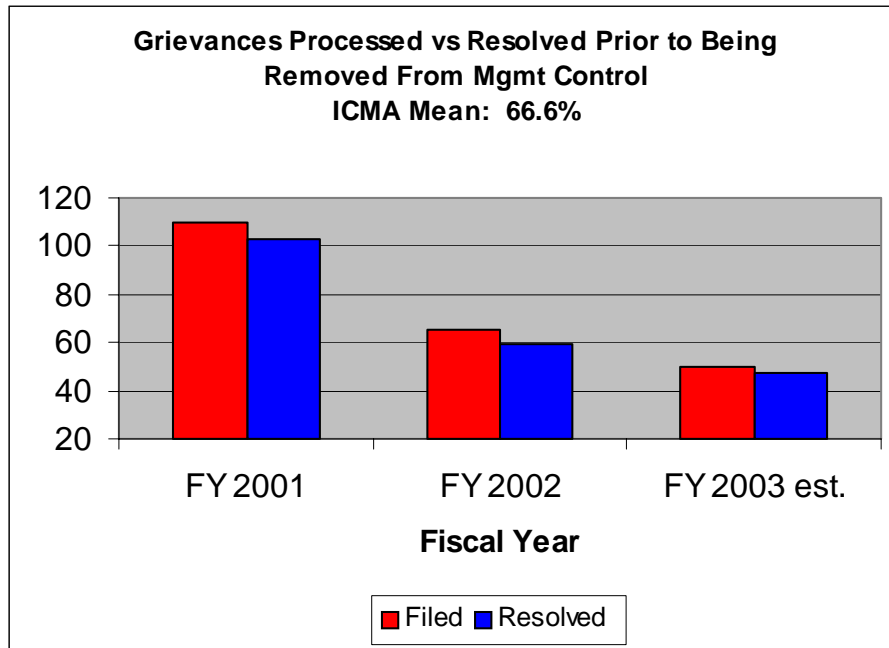
Risk Management Division

Title	Authorized Positions		Budgeted Positions
	FY 2002	FY 2003	FY 2004
Senior Secretary	1.00	1.00	1.00
Senior HR/Risk Analyst	1.00	1.00	1.00
Full-Time Total	9.00	9.00	9.00
Division Total	9.00	9.00	9.00

Human Resources Services Division

Title	Authorized Position		Budgeted Positions
	FY 2002	FY 2003	FY 2004
PERMANENT FULL-TIME			
Human Resources Analyst	2.00	2.00	2.00
Secretary	1.00	1.00	0.00
Senior Administrative Clerk	1.00	1.00	1.00
Senior HR/Risk Analyst	1.00	1.00	1.00
Full-Time Total	5.00	5.00	4.00
Division Total	5.00	5.00	4.00

ACTIVITY INDICATORS



MANAGEMENT BY OBJECTIVE

Human Resource Operations Division

MBO	Measure	Performance	
		FY 2003	FY 2004
Provide timely and effective personnel recruitment.	Days to refer eligibles.	1.82	1.50
	Days to review exam plan.	1	2

Labor Relations Division

MBO	Measure	Performance	
		FY 2003	FY 2004
Process grievances timely.	Percent of grievances resolved without arbitration and processed within time limits specified in MOUs.	90%	50%
Prompt response to meet & confer requests.	Percent of surveyed customers rating the timeliness and professionalism of service provided as good or excellent as reflected in survey.	70%	70%

Human Resources Services Division

MBO	Measure	Performance	
		FY 2003	FY 2004
Provide hazard identification programs and facility inspections.	Average number of days between receipt of request for a facility inspection and completion of inspection.	3	3
Provide safety and loss prevention education.	Training sessions offered.	18	18

MANAGEMENT BY OBJECTIVE

Risk Management Division

MBO	Measure	Performance	
		FY 2003	FY 2004
Review loss prevention techniques.	Statistical loss reports issued.	3	8

Organization Development & Training Division

MBO	Measure	Performance	
		FY 2003	FY 2004
Develop supervisory skills.	Student-hours of training.	4,085	6,615
Deliver mandatory biannual discrimination and harassment training.	Student-hours of training.	625	5,673



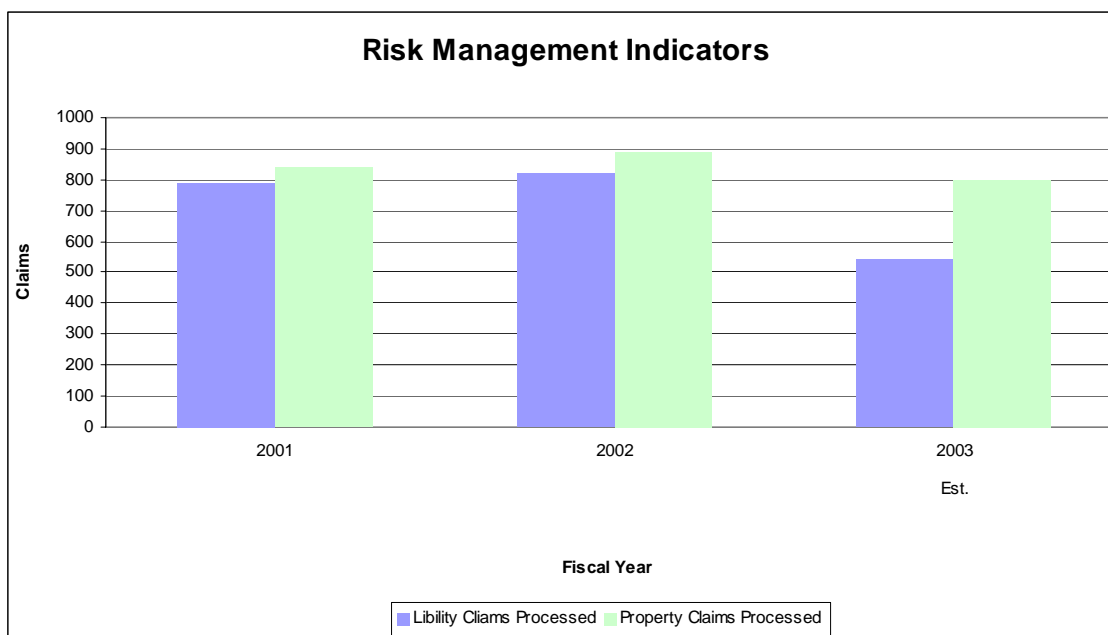
UNFUNDED NEEDS

- The Human Resources Operations Division needs to remodel its front service counter and lobby area in accordance with ADA requirements. This will provide easy access to persons with disabilities and will enhance customer service.
Cost: \$14,000
- The sound system used to record Civil Service Board hearings is not adequate to clearly record all statements by Board members or the secretary reading material into the record. Two additional microphones and the wiring need to be added.
Cost: \$2,000



BUDGET COMMENTS

- The Organization Development and Training Division will take the lead in providing direction to Citywide departments to: 1) identify opportunities to become faster, cheaper, and better; 2) facilitate the organization to “push down” accountability and responsibility; 3) empower City employees with a more active role in leadership and accountability in order to provide the best service to customers.
- The City also maintains a self insured retention (SIR) status for the payment of property and liability claims up to \$2.5 million per occurrence. The inability to secure payments would jeopardize the self-insured status resulting in potential fines and require the need for commercial insurance coverage.
 - For FY 2004, expenditures for the Property and Liability fund reflects an anticipated increase of \$1.2 million primarily due to a continued rise in claims and insurance premium costs. This fund is projected to have \$2.5 million in reserves available which is equal to the amount the City is responsible to cover per occurrence under the SIR status.
- The City has a self-insured retention (SIR) status for the payment of Workers’ Compensation benefits of up to \$1.0 million per occurrence. Similar to the Property and Liability fund, potential fines and the requirement for commercial insurance coverage would occur if the City was unable to cover payments.
 - For FY 2004, expenditures for the workers’ compensation fund reflects an anticipated increase of \$1.3 million primarily due to a continued rise in claims and insurance premium costs as well. This fund is projected to have no reserves available to cover the \$1 million per occurrence requirement.



DEPARTMENT FUNDING BY SOURCE

Fund	FY 2001 Actuals	FY 2002 Actuals	FY 2003 Adopted	FY 2004 Submission	FY 2004 Proposed
Personnel Services Admin.	\$ 0	\$ 0	\$ 340,100	\$ 269,800	\$ 269,800
Organization Dev. And Training	0	0	365,200	307,700	303,400
Human Resources Operation	987,459	1,123,831	1,578,300	1,785,700	1,786,700
Labor Relations	383,927	394,709	517,700	526,400	518,600
Human Resources Services	656,365	407,802	480,000	459,900	459,900
Risk Management	12,064,538	12,216,445	11,837,900	9,470,300	9,470,300
Workers' Compensation	12,031,110	10,486,128	8,281,200	9,727,800	9,727,800
Unemployment Insurance	247,895	483,168	548,900	535,200	535,200
TOTAL \$	26,371,294 \$	25,112,083 \$	23,949,300 \$	23,082,800 \$	23,071,700

DEPARTMENT SUMMARY APPROPRIATIONS

Expenditures	FY 2001 Actuals	FY 2002 Actuals	FY 2003 Adopted	FY 2004 Submission	FY 2004 Proposed
Personnel Services Admin.	\$ 0	\$ 0	\$ 340,000	\$ 412,800	\$ 412,800
Organization Dev. And Training	0	0	365,100	349,300	349,300
Human Resources Operation	1,138,903	1,206,683	1,519,700	1,386,300	1,386,300
Labor Relations	305,390	425,610	517,100	462,300	462,300
Human Resources Services	377,750	387,697	478,700	410,900	410,900
Risk Management	6,058,556	8,766,635	11,834,600	9,470,300	9,470,300
Workers' Compensation	7,102,348	7,947,912	8,281,200	9,727,800	9,727,800
Unemployment Insurance	363,615	244,425	408,700	535,200	535,200
TOTAL \$	15,346,562 \$	18,978,962 \$	23,745,100 \$	22,754,900 \$	22,754,900



DIVISION: 540100 Personnel Services Admin Division

FUND: 50106 Human Resources Mgt ISF

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Submission	FY 04 Proposed
PERSONNEL SERVICES						
51101	Permanent Salaries	0	0	186,600	221,572	221,572
51102	Fringe	0	0	22,300	23,202	23,202
52302	Gen Svc Pens Oblig Bnd Dbt Svc	0	0	0	8,200	8,200
52401	Education	0	0	900	0	0
52901	Recurring Vehicle Allowance	0	0	7,200	3,600	3,600
	Total Personnel Services	0	0	217,000	256,574	256,574
NON PERSONNEL SERVICES						
53302	Prof Svcs/Consulting - Outside	0	0	500	500	500
53304	Prof Svcs (Non-Consulting)-O/S	0	0	500	500	500
53402	Specialized Services /Tech	0	0	3,000	3,000	3,000
54303	Service Contracts-Office Equip	0	0	300	300	300
55801	Training	0	0	2,000	2,000	2,000
55803	Travel & Conference	0	0	1,000	1,500	1,500
55804	Misc. Subsistence Expense	0	0	100	100	100
56102	Office Equipment-Under 300	0	0	300	300	300
56106	Postage	0	0	200	100	100
56107	Office Supplies	0	0	1,000	1,000	1,000
58005	Miscellaneous Expenditures	0	0	100	100	100
58016	Membership & Dues	0	0	0	300	300
58017	Subscriptions & Publications	0	0	0	600	600
59102	City Attorney-Variable Charge	0	0	7,600	3,800	3,800
59103	Variable Charges-Budget (BMSD)	0	0	1,000	200	200
59106	Variable Charges For HR-Oper	0	0	4,000	4,000	4,000
59107	Training Unit Charges HR	0	0	3,400	3,400	3,400
59108	Variable Charges For HR-Lab RI	0	0	47,100	47,100	47,100
59109	Variable Charges For Finance	0	0	1,800	500	500
59114	Internal Audit Var Chgs	0	0	500	300	300
59201	Fixed Interdept Reimb-Gen Fund	0	0	1,200	0	0
59302	Info Systems Service Charge	0	0	7,900	29,500	29,500
59303	Info Systems Equip Charge	0	0	7,200	25,000	25,000
59304	Property Self-Insurance Chgs	0	0	100	100	100
59305	Liability Self-Insurance Chgs	0	0	100	100	100
59306	Chgs For Msngr/Mail/Copier Svc	0	0	2,000	2,000	2,000
59307	Charges For Telephone Service	0	0	4,500	3,400	3,400
59309	Facilities Management Charges	0	0	7,400	8,300	8,300
59314	City Hall Rent	0	0	18,200	18,200	18,200
	Non Personnel Services	0	0	123,000	156,200	156,200
	FUND TOTAL	0	0	340,000	412,774	412,774

DIVISION: 540200 Organization Dev and Training Div

FUND: 50106 Human Resources Mgt ISF

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Submission	FY 04 Proposed
PERSONNEL SERVICES						
51101	Permanent Salaries	0	0	111,400	111,976	111,976
51102	Fringe	0	0	13,900	14,070	14,070
52302	Gen Svc Pens Oblig Bnd Dbt Svc	0	0	0	4,100	4,100
52901	Recurring Vehicle Allowance	0	0	3,800	3,800	3,800
	Total Personnel Services	0	0	129,100	133,946	133,946
NON PERSONNEL SERVICES						
53302	Prof Svcs/Consulting - Outside	0	0	42,100	42,100	42,100
53304	Prof Svcs (Non-Consulting)-O/S	0	0	50,000	50,000	50,000
54304	O/S Repair & Maint.-Vehicles	0	0	500	0	0
54305	O/S Repair & Maint.-Equipment	0	0	0	500	500
55801	Training	0	0	4,000	50,000	50,000
55803	Travel & Conference	0	0	5,000	0	0
55804	Misc. Subsistence Expense	0	0	6,000	6,000	6,000
56102	Office Equipment--Under 300	0	0	500	300	300
56106	Postage	0	0	200	200	200
56107	Office Supplies	0	0	800	800	800
56108	Photographic Supplies & Proc	0	0	400	400	400
56109	Office Equipment Rentals	0	0	400	0	0
56110	Computer Software	0	0	1,000	1,000	1,000
56111	Spec Operating Materials	0	0	5,000	5,000	5,000
56116	Materials & Parts--Equipment	0	0	1,000	1,000	1,000
58005	Miscellaneous Expenditures	0	0	900	0	0
58015	Petty Cash--Initial/Increase	0	0	100	0	0
58016	Membership & Dues	0	0	0	600	600
58017	Subscriptions & Publications	0	0	0	1,000	1,000
59102	City Attorney-Variable Charge	0	0	7,500	0	0
59103	Variable Charges-Budget (BMSD)	0	0	800	0	0
59104	Variable Charges From DAS Adm	0	0	26,800	21,400	21,400
59105	Purchasing - Variable Charge	0	0	5,300	1,000	1,000
59106	Variable Charges For HR-Oper	0	0	8,600	0	0
59108	Variable Charges For HR-Lab RI	0	0	300	0	0
59109	Variable Charges For Finance	0	0	3,400	0	0
59302	Info Systems Service Charge	0	0	5,000	2,300	2,300
59303	Info Systems Equip Charge	0	0	5,000	1,600	1,600
59304	Property Self-Insurance Chgs	0	0	100	0	0
59305	Liability Self-Insurance Chgs	0	0	100	0	0
59306	Chgs For Msngr/Mail/Copier Svc	0	0	2,900	1,900	1,900
59307	Charges For Telephone Service	0	0	1,400	900	900
59309	Facilities Management Charges	0	0	16,000	7,400	7,400
59313	Purchase Of Copiers	0	0	15,000	0	0
59314	City Hall Rent	0	0	20,000	20,000	20,000
	Non Personnel Services	0	0	236,100	215,400	215,400
	FUND TOTAL	0	0	365,200	349,346	349,346

DIVISION: 540300 Human Resources Operations Division

FUND: 50106 Human Resources Mgt ISF

Account Number Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Submission	FY 04 Proposed
PERSONNEL SERVICES					
51101 Permanent Salaries	533,127	570,713	754,000	805,306	805,306
51102 Fringe	81,925	94,340	117,300	124,384	124,384
51103 Employee Leave Payoff	2,000	9,739	15,100	10,500	10,500
51201 Non-Permanent Salaries	27,180	5,032	26,400	0	0
51202 Non-Permanent Fringe	1,930	236	1,600	0	0
51301 Overtime	196	64	0	600	600
51401 Premium Pay	599	604	0	600	600
51403 Commission Stipends	0	0	0	3,800	3,800
52302 Gen Svc Pens Oblig Bnd Dbt Svc	41,799	9,771	29,200	32,700	32,700
52601 Worker's Compensation	5,600	5,600	6,200	5,200	5,200
52901 Recurring Vehicle Allowance	0	0	0	3,600	3,600
Total Personnel Services	694,356	696,099	949,800	986,690	986,690
NON PERSONNEL SERVICES					
53302 Prof Svcs/Consulting - Outside	15,273	3,843	0	0	0
53303 Public Relations & Information	27,864	27,494	7,500	16,700	16,700
53304 Prof Svcs (Non-Consulting)-O/S	0	47	0	0	0
53402 Specialized Services /Tech	20,109	9,627	10,000	10,000	10,000
54303 Service Contracts-Office Equip	300	155	1,000	1,000	1,000
54305 O/S Repair & Maint.-Equipment	0	170	100	100	100
54411 Space Rentals	6,160	1,720	3,300	0	0
55801 Training	3,630	900	0	0	0
55803 Travel & Conference	0	174	0	0	0
55804 Misc. Subsistence Expense	0	115	0	0	0
56102 Office Equipment-Under 300	299	0	200	200	200
56106 Postage	425	230	1,600	1,600	1,600
56107 Office Supplies	7,686	8,731	5,600	5,600	5,600
58004 Special Projects	0	6	0	0	0
58005 Miscellaneous Expenditures	16	16	0	0	0
58008 Oral Board Reimbursement	9,739	10,248	4,500	7,800	7,800
58016 Membership & Dues	405	0	0	0	0
58017 Subscriptions & Publications	15	54	0	0	0
59102 City Attorney-Variable Charge	2,312	4,201	3,300	8,500	8,500
59103 Variable Charges-Budget (BMSD)	2,600	2,500	2,500	1,900	1,900
59104 Variable Charges From DAS Adm	31,800	35,800	82,000	99,600	99,600
59105 Purchasing - Variable Charge	992	3,072	6,200	6,200	6,200
59109 Variable Charges For Finance	7,805	7,300	7,900	7,900	7,900
59114 Internal Audit Var Chgs	1,700	1,700	1,200	700	700
59201 Fixed Interdept Reimb-Gen Fund	6,900	10,900	3,500	15,800	15,800
59302 Info Systems Service Charge	74,597	132,375	214,500	14,600	14,600
59303 Info Systems Equip Charge	36,641	57,300	26,300	12,800	12,800
59304 Property Self-Insurance Chgs	200	200	200	200	200
59305 Liability Self-Insurance Chgs	7,100	6,500	8,300	200	200
59306 Chgs For Msngr/Mail/Copier Svc	35,693	41,159	39,400	45,100	45,100
59307 Charges For Telephone Service	9,067	8,670	7,600	9,600	9,600
59309 Facilities Management Charges	53,393	57,200	47,800	48,100	48,100
59312 Fleet Services Charge	94	0	0	0	0

Personnel Services Department**DIVISION: 540300 Human Resources Operations Division****FUND: 50106 Human Resources Mgt ISF**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Submission	FY 04 Proposed
NON PERSONNEL SERVICES						
59314	City Hall Rent	81,632	78,177	85,300	85,300	85,300
59315	Employee/Visitor Prking Perm	100	0	100	100	100
	Non Personnel Services	444,547	510,584	569,900	399,600	399,600
	FUND TOTAL	1,138,903	1,206,683	1,519,700	1,386,290	1,386,290

DIVISION: 540400 Labor Relations Division

FUND: 50106 Human Resources Mgt ISF

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Submission	FY 04 Proposed
PERSONNEL SERVICES						
51101	Permanent Salaries	180,545	202,520	232,800	237,092	237,092
51102	Fringe	22,276	26,214	30,200	30,250	30,250
51103	Employee Leave Payoff	-186	6,959	8,100	6,300	6,300
51301	Overtime	0	695	3,000	3,000	3,000
52302	Gen Svc Pens Oblig Bnd Dbt Svc	11,611	2,714	8,100	8,200	8,200
52601	Worker's Compensation	0	100	100	200	200
52901	Recurring Vehicle Allowance	3,600	3,960	5,100	5,100	5,100
	Total Personnel Services	217,846	243,162	287,400	290,142	290,142
NON PERSONNEL SERVICES						
53302	Prof Svcs/Consulting - Outside	405	55,860	60,000	60,000	60,000
53402	Specialized Services /Tech	32	0	0	0	0
54303	Service Contracts-Office Equip	50	52	100	100	100
55801	Training	0	80	0	0	0
55803	Travel & Conference	1,035	2,290	3,000	3,000	3,000
55804	Misc. Subsistence Expense	0	51	0	0	0
56106	Postage	119	27	400	400	400
56107	Office Supplies	982	663	1,500	1,500	1,500
58016	Membership & Dues	195	195	300	300	300
58017	Subscriptions & Publications	416	668	800	800	800
59102	City Attorney-Variable Charge	4,826	25,284	18,000	8,500	8,500
59103	Variable Charges-Budget (BMSD)	900	800	800	600	600
59104	Variable Charges From DAS Adm	16,100	24,100	74,000	33,000	33,000
59106	Variable Charges For HR-Oper	675	2,615	3,700	3,700	3,700
59109	Variable Charges For Finance	482	1,700	1,800	1,800	1,800
59114	Internal Audit Var Chgs	500	500	300	200	200
59201	Fixed Interdept Reimb-Gen Fund	0	4,000	4,700	2,188	2,188
59302	Info Systems Service Charge	6,500	5,000	5,400	4,200	4,200
59303	Info Systems Equip Charge	7,650	8,151	7,500	3,300	3,300
59304	Property Self-Insurance Chgs	100	100	100	100	100
59305	Liability Self-Insurance Chgs	100	100	100	100	100
59306	Chgs For Msngr/Mail/Copier Svc	3,650	5,903	4,000	4,100	4,100
59307	Charges For Telephone Service	1,087	1,422	800	1,900	1,900
59309	Facilities Management Charges	15,500	17,900	15,000	15,000	15,000
59314	City Hall Rent	26,140	24,987	27,300	27,300	27,300
59315	Employee/Visitor Prking Perm	100	0	100	100	100
	Non Personnel Services	87,544	182,448	229,700	172,188	172,188
	FUND TOTAL	305,390	425,610	517,100	462,330	462,330

DIVISION: 540500 Human Resources Services Division

FUND: 50106 Human Resources Mgt ISF

Account Number Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Submission	FY 04 Proposed
PERSONNEL SERVICES					
51101 Permanent Salaries	179,661	193,981	194,800	201,489	201,489
51102 Fringe	32,120	33,138	30,500	30,637	30,637
51103 Employee Leave Payoff	985	1,429	1,200	1,200	1,200
51301 Overtime	0	15	0	0	0
51401 Premium Pay	597	984	600	600	600
51501 Contract Extra Help	0	2,066	0	0	0
52302 Gen Svc Pens Oblig Bnd Dbt Svc	16,061	3,755	11,200	8,200	8,200
52601 Worker's Compensation	16,700	15,600	17,400	23,500	23,500
52901 Recurring Vehicle Allowance	270	270	0	1,100	1,100
Total Personnel Services	246,394	251,238	255,700	266,726	266,726
NON PERSONNEL SERVICES					
53302 Prof Svcs/Consulting - Outside	14,225	23,200	24,000	23,600	23,600
53303 Public Relations & Information	96	0	0	0	0
53304 Prof Svcs (Non-Consulting)-O/S	35	0	0	0	0
53402 Specialized Services /Tech	2,040	0	2,000	1,900	1,900
54303 Service Contracts-Office Equip	0	0	100	0	0
55801 Training	4,231	1,054	4,500	1,000	1,000
55803 Travel & Conference	251	694	1,500	1,500	1,500
55804 Misc. Subsistence Expense	16	51	0	0	0
56102 Office Equipment--Under 300	162	0	300	300	300
56106 Postage	13	12	100	100	100
56107 Office Supplies	3,238	720	1,000	1,500	1,500
56108 Photographic Supplies & Proc	-48	0	0	0	0
56111 Spec Operating Materials	0	367	0	0	0
58017 Subscriptions & Publications	424	362	0	0	0
58018 Refunds & Claims	-15	0	0	0	0
59102 City Attorney-Variable Charge	4,204	3,361	3,800	2,100	2,100
59103 Variable Charges-Budget (BMSD)	1,000	900	900	700	700
59104 Variable Charges From DAS Adm	12,000	9,000	93,500	29,300	29,300
59106 Variable Charges For HR-Oper	1,300	3,200	4,500	4,500	4,500
59109 Variable Charges For Finance	1,446	2,800	3,000	3,000	3,000
59114 Internal Audit Var Chgs	600	600	400	200	200
59201 Fixed Interdept Reimb-Gen Fund	0	2,600	3,000	1,908	1,908
59302 Info Systems Service Charge	10,000	12,625	7,200	4,100	4,100
59303 Info Systems Equip Charge	11,350	8,700	7,200	3,300	3,300
59304 Property Self-Insurance Chgs	100	100	100	100	100
59305 Liability Self-Insurance Chgs	100	100	100	100	100
59306 Chgs For Msngr/Mail/Copier Svc	8,746	8,214	9,700	8,100	8,100
59307 Charges For Telephone Service	2,004	1,860	1,800	2,500	2,500
59309 Facilities Management Charges	20,300	23,878	19,200	19,300	19,300
59312 Fleet Services Charge	82	0	0	0	0
59314 City Hall Rent	33,456	32,061	35,100	35,100	35,100
Non Personnel Services	131,356	136,459	223,000	144,208	144,208
FUND TOTAL	377,750	387,697	478,700	410,934	410,934

Personnel Services Department

DIVISION: 540700 Risk Management Division

FUND: 51502 Property/Liability Self-Insur

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Submission	FY 04 Proposed
PERSONNEL SERVICES						
51101	Permanent Salaries	381,680	402,562	399,200	394,319	394,319
51102	Fringe	56,734	61,251	58,100	58,136	58,136
51103	Employee Leave Payoff	3,503	1,798	3,900	2,900	2,900
51501	Contract Extra Help	0	2,066	0	0	0
52302	Gen Svc Pens Oblig Bnd Dbt Svc	36,961	8,640	25,900	18,400	18,400
52601	Worker's Compensation	4,400	400	400	2,800	2,800
52901	Recurring Vehicle Allowance	4,050	10,569	4,800	12,000	12,000
	Total Personnel Services	487,328	487,286	492,300	488,555	488,555
NON PERSONNEL SERVICES						
53302	Prof Svcs/Consulting - Outside	837,369	691,097	690,000	720,000	720,000
53304	Prof Svcs (Non-Consulting)-O/S	234	0	100	100,100	100,100
53305	Citywide Legal Charges	53,958	4,908	34,700	84,700	84,700
53402	Specialized Services /Tech	224,367	204,064	210,000	240,000	240,000
54302	O/S Repair & Maint-Other Impr	0	0	1,000	1,000	1,000
54303	Service Contracts-Office Equip	200	206	200	200	200
54305	O/S Repair & Maint.-Equipment	452	181	800	800	800
55201	Insurance Payments	521,303	874,086	635,000	1,430,000	1,430,000
55801	Training	0	565	0	0	0
55803	Travel & Conference	2,378	3,683	0	0	0
55805	Mileage Reimbursement-Nonrecur	1,245	972	2,400	2,400	2,400
56102	Office Equipment--Under 300	176	0	200	200	200
56106	Postage	207	156	1,800	1,500	1,500
56107	Office Supplies	3,017	3,820	2,300	2,300	2,300
56108	Photographic Supplies & Proc	307	0	100	100	100
58007	Witness Fee Payment/1099	0	0	500	500	500
58008	Oral Board Reimbursement	0	0	2,900	2,900	2,900
58016	Membership & Dues	298	273	700	700	700
58017	Subscriptions & Publications	2,563	1,092	800	800	800
58018	Refunds & Claims	3,196,946	5,236,118	2,500,000	3,000,000	3,000,000
59101	Var Interdept Reimb To Gen Fnd	1,597	0	0	0	0
59102	City Attorney-Variable Charge	443,011	853,720	953,900	589,500	589,500
59103	Variable Charges-Budget (BMSD)	31,800	31,200	30,300	23,300	23,300
59104	Variable Charges From DAS Adm	34,800	53,700	63,800	63,800	63,800
59105	Purchasing - Variable Charge	4,178	2,860	5,900	5,900	5,900
59106	Variable Charges For HR-Oper	2,126	6,200	8,700	8,700	8,700
59109	Variable Charges For Finance	1,446	5,100	5,500	5,500	5,500
59114	Internal Audit Var Chgs	15,900	16,300	10,800	6,100	6,100
59201	Fixed Interdept Reimb-Gen Fund	4,600	5,300	6,300	12,569	12,569
59302	Info Systems Service Charge	19,500	14,000	16,300	33,000	33,000
59303	Info Systems Equip Charge	46,860	142,800	36,300	22,300	22,300
59304	Property Self-Insurance Chgs	200	0	200	200	200
59305	Liability Self-Insurance Chgs	1,200	0	200	200	200
59306	Chgs For Msngr/Mail/Copier Svc	8,181	10,320	9,000	9,300	9,300
59307	Charges For Telephone Service	4,033	5,174	3,200	4,600	4,600
59309	Facilities Management Charges	39,800	47,003	38,600	38,800	38,800
59312	Fleet Services Charge	64	61	0	0	0

Personnel Services Department**DIVISION: 540700 Risk Management Division****FUND: 51502 Property/Liability Self-Insur**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Submission	FY 04 Proposed
NON PERSONNEL SERVICES						
59314	City Hall Rent	66,912	64,030	69,800	69,800	69,800
	Non Personnel Services	5,571,228	8,278,989	5,342,300	6,481,769	6,481,769
CONTINGENCY						
61001	Contingency/Reserve	0	0	6,000,000	2,500,000	2,500,000
	Contingency	0	0	6,000,000	2,500,000	2,500,000
	FUND TOTAL	6,058,556	8,766,275	11,834,600	9,470,324	9,470,324

DIVISION: 540700 Risk Management Division

FUND: 52502 Utility Sales Clearing

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Submission	FY 04 Proposed
NON PERSONNEL SERVICES						
56107	Office Supplies	0	360	0	0	0
	Non Personnel Services	0	360	0	0	0
	FUND TOTAL	0	360	0	0	0

Personnel Services Department**DIVISION: 540800 Workers Compensation Division****FUND: 51501 Workers' Compensation Self-Ins**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Submission	FY 04 Proposed
NON PERSONNEL SERVICES						
53302	Prof Svcs/Consulting - Outside	324,316	364,695	390,000	400,000	400,000
55201	Insurance Payments	0	113,530	135,000	260,000	260,000
55801	Training	358	1,797	0	0	0
55803	Travel & Conference	1,505	3,071	1,500	1,500	1,500
56106	Postage	0	17	0	0	0
58017	Subscriptions & Publications	209	258	0	0	0
58018	Refunds & Claims	6,341,624	6,993,559	7,235,900	8,385,200	8,385,200
59102	City Attorney-Variable Charge	29,931	36,524	39,200	33,500	33,500
59109	Variable Charges For Finance	1,927	2,000	2,200	0	0
59114	Internal Audit Var Chgs	0	16,300	10,800	6,100	6,100
59204	Fixed Charges for HR-Services	402,200	414,000	465,800	465,800	465,800
59304	Property Self-Insurance Chgs	0	100	100	100	100
59305	Liability Self-Insurance Chgs	0	100	100	100	100
59306	Chgs For Msngr/Mail/Copier Svc	17	953	0	0	0
59307	Charges For Telephone Service	261	428	600	300	300
59309	Facilities Management Charges	0	580	0	0	0
	Non Personnel Services	7,102,348	7,947,912	8,281,200	9,552,600	9,552,600
CONTINGENCY						
61001	Contingency/Reserve	0	0	0	175,200	175,200
	Contingency	0	0	0	175,200	175,200
	FUND TOTAL	7,102,348	7,947,912	8,281,200	9,727,800	9,727,800

Personnel Services Department**DIVISION: 540900 Unemployment Insurance Division****FUND: 51503 Unemployment Self-Insurance**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Submission	FY 04 Proposed
NON PERSONNEL SERVICES						
53302	Prof Svcs/Consulting - Outside	356,421	236,222	400,000	400,000	400,000
59102	City Attorney-Variable Charge	107	0	0	0	0
59109	Variable Charges For Finance	2,987	3,100	3,400	0	0
59114	Internal Audit Var Chgs	0	800	500	300	300
59204	Fixed Charges for HR-Services	4,100	4,100	4,600	4,600	4,600
59304	Property Self-Insurance Chgs	0	100	100	100	100
59305	Liability Self-Insurance Chgs	0	100	100	100	100
59306	Chgs For Msngr/Mail/Copier Svc	0	3	0	0	0
	Non Personnel Services	363,615	244,425	408,700	405,100	405,100
CONTINGENCY						
61001	Contingency/Reserve	0	0	0	130,100	130,100
	Contingency	0	0	0	130,100	130,100
	FUND TOTAL	363,615	244,425	408,700	535,200	535,200